

U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 15-92

OPEN TO: All Interested Candidates
TITLE: **USAID Project Management Specialist**
GRADE: FSN-11
POSITION NO: 80190-009
SALARY: Rs.2,345,840 P.A. (Starting salary)

OPENING DATE: June 19, 2015
CLOSING DATE: July 2, 2015
AGENCY: USAID
LOCATION: ISLAMABAD

***Final salary determination for the selected candidate will be based on the candidate's demonstrated (certified) salary history.**

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The United State Agency for International Development (USAID/Pakistan) is seeking an individual for the position of USAID Project Management Specialist for the Office of Economic Growth and Agriculture (EGA) in Islamabad. The position is classified at the FSN-11 grade level. The starting salary for this position is Rs. 2,345,840 per annum and the maximum range is Rs. 4,360,775 per annum, per the current FSN Compensation Plan.

BRIEF DESCRIPTION OF DUTIES: The Project Management Specialist, Economic Growth manages a \$65 million portfolio of activities focused on extension of credit to small and medium enterprises, support for privatization, and reforms to financial markets, including the creation of a private equity market, in Pakistan. S/he advises the Deputy Director for Economic Growth within the Economic Growth and Agriculture (EGA) Office on policy and programmatic areas regarding economic growth activities and interacts with a wide range of senior Government of Pakistan, U.S., and private sector officials.

QUALIFICATION REQUIRED FOR FULL PERFORMANCE LEVEL:

EDUCATION: Completion of a Master's Degree (18 years of education) or the host country equivalent in economics, finance or business administration is required.

EXPERIENCE: At least five years' experience designing and/or implementing and managing economic growth projects, potentially including financial markets; access to financing; business enabling environment; policy and regulatory reform, in a team environment, and ability to work in a collegial and persuasive fashion is required.

LANGUAGE: Level IV (fluent) English and Urdu language proficiency, speaking and writing is required. Language skills may be tested during the recruitment process.

KNOWLEDGE: In depth and expert knowledge on a broad range of issues regarding economic growth with emphasis on finance, business reforms, and private sector development is essential. Knowledge of economic growth issues in Pakistan, including macroeconomic as well as private sector and business-related areas is required. Knowledge of strategies, program and working methodologies of other donor agencies (bi- and multi-lateral) in the Economic Growth sector in Pakistan is also required. Must have some knowledge of the structure and working of the USG including key agencies represented at post (for example State, USAID, Treasury, Commerce).

ABILITIES & SKILLS: Expert technical abilities in finance, development economics, business reform, and private sector development are required. Can advise the Mission Director, Deputy Director, and Economic Growth and Agriculture Office Director on Pakistan development and issues across a wide range of economic- and finance-related topics (including macro-economic policies affecting development; the regulatory environment for finance and private/business growth; key barriers to the expansion of financing and private equity), and their implications on the programs. Program design, budgeting, implementation, monitoring and evaluation skills are essential. Can conceptualize and articulate strategies, design economic growth and finance-related programs, and organize, analyze and interpret economic growth sector data. Able to effectively communicate complicated policy, strategy and program issues orally and in writing. Can write in a clear, concise, and well-organized manner. Has good interpersonal skills; can work in a collegial and team-oriented way with all parts of the Mission, and with representatives of other

departments and agencies represented in the U.S. Mission to Pakistan, in an effective way to advance program interests. Can handle sensitive issues diplomatically, represent authoritatively, and use good judgment in speaking on behalf of the organization in high-level meetings with government, NGOs, other donors, and representatives of the private sector and at conferences, seminars, and workshops. Excellent negotiating skills are required to close agreements with the private sector; presentation of attractive vision, discussion of implementation plan, solicitation of resources, structuring and closing of agreements.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report and who are currently on a Performance Improvement Plan are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/been promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission Pakistan and, if so, in which section they are employed.
7. U.S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocation for joining.
8. Please note that for In-House Candidates, employee's transfer or promotion, whichever is applicable, will be processed according to respective clauses of 3 FAM regulations.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). **Applicants are advised to include all of their current and previous experience including duties and responsibilities that may not be directly related to the subject position. This information will be used as an official record of the applicant's prior work experience in the event he/she is selected for the position.** Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title and/or vacancy announcement number they are applying for on the envelope. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number must be mentioned in the subject line.

**Human Resources Unit, Office of Executive Management, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: July 2, 2015

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.